

---

---

**Division of Seasonal Farmworker Programs**

---

---

**National Farmworker Jobs Program Bulletin**

---

<b>TO: ALL NATIONAL FARMWORKER JOBS PROGRAM GRANTEES</b>	<b>DATE:</b> September 25, 2001
--	---------------------------------

---

**Bulletin No.** 2001-04

---

**Subject:** Requirements for Preparing the National Farmworker Jobs Program (NFJP) Biennial Plans for Program Years (PY) 2001 and 2002

---

**PURPOSE.** To provide you the requirements for preparing the National Farmworker Jobs Program (NFJP) biennial plans for the period covering the 2001 and 2002 program years, and to provide you with the instructions to submit the required annual program and financial plans for PY 2001.

**REFERENCES.** Federal Register Vol. 64, No. 63/April 2, 1999: Notice of Solicitation for Grant Applications for funding of NFJP grants; Federal Register, Vol. 64, No. 96/May 19, 1999: Final Allocation Formula; Notice, Federal Register, Vol. 66, No.100/May 23, 2001: NFJP formula allocations for PY 2001; Office of National Programs Bulletin No. 99-003, Administrative Cost Limitations under the Workforce Investment Act (WIA); and Federal Register, Vol. 66, No. 103/May 29, 2001: Agency Recordkeeping/Reporting Requirements Under Emergency Review by the Office of Management and Budget.

**BACKGROUND.** In response to the Notice of Solicitation for Grant Applications published in the Federal Register on April 2, 1999, NFJP applicants submitted a two-year plan and the NFJP grantee in each State was selected for PYs 1999 and 2000. Under the authority of WIA 167(c)(4)(B), the Employment and Training Administration (ETA) has waived competition for the second two-year period.

Pursuant to the Paperwork Reduction Act, ETA submitted to the Office of Management and Budget (OMB) an emergency request for approval of the NFJP grant planning forms developed for quarterly financial and participant service levels under NFJP grants. OMB published the proposed forms for comment on May 29, 2001. On July 26, 2001, OMB assigned temporary approval number 1205-0425.

While the OMB action on ETA's request for emergency approval was pending, the first quarter of PY 2001 was authorized by the Grant Officer under a unilateral modification of each NFJP grant, which extended the previously approved PY 1999/

2000 biennial plan through September 30, 2001, and obligated 25 percent of the PY 2001 formula allocation. A second unilateral modification provides extension through December 31, 2001; the second quarter of PY 2001.

To receive the balance of their PY 2001 formula funds, grantees must submit a grant agreement package consistent with the requirements of Section 5 of this Bulletin.

FINANCIAL POLICIES. Preparation of the biennial plan for PYs 2001 and 2002 is governed by the following financial policies:

- a. First In - First Out (FIFOing the appropriated funds): We request grantees to expend prior year (i.e., carry-in) funds before expending current year funds. The expenditure of prior year (PY 2000) funds you carry into PY 2001 must be reported under separate Financial Status Reports (FSR) until fully expended. The final PY 2000 FSR should be submitted to ETA within 45 days following the close of the quarter when the PY 2000 funds were fully expended. This last quarterly FSR for the PY 2000 appropriated funds should be marked "final report". We anticipate that for most grantees, this "final report" will be for the period ending September 30, 2001.
- b. Allocations: Funds are allocated to the state service delivery areas using the Census of Agriculture (COA) based allocation formula that was published in the Federal Register, May 19, 1999. For PY 2001, the "hold harmless" provision of the allocation formula provides that no state service area will be allocated less than 85 percent of its PY 1998 allocation. The base amount allocated under the formula with the 85 percent hold harmless adjustment is \$67,606,916.

The 85 percent hold harmless provision on the redistribution of NFJP funds by the COA formula mitigates the impact on those states where there is a declining demographic trend. Additionally, where there is a declining demographic trend, its effect under the formula is totally alleviated by specific congressional action. Congress provided an additional appropriation of \$4,376,922 to restore those states to their 1998 levels.

Finally, 20 CFR 669.240(a) requires a 94 percent minimum allocation of the WIA Section 167 appropriation for NFJP grants. To reach the PY 2001 minimum amount (\$72,163,800), additional funds (see column J) were added to the states having relative shares of eligible farmworkers that increased under the COA formula.

The PY 2001 state allocations for the NFJP are given in column K of the attached table. A table of the California substate distribution is also attached.

- c. Carryover Limitation: It has been our policy for the NFJP to limit carryover to 20 percent of the prior year availability. This policy was waived for the transition from PY 1999 to PY 2000 due to WIA implementation. In recognition of the

- 3 -

continuing nature of the transition, the limitation is waived for the carryover of PY 2000 to PY 2001.

Be advised that DSFP intends to apply the limitation with the transition to PY 2002. If at the end of PY 2001 the amount of unexpended funds exceeds 20 percent of the PY 2001 allocation, the PY 2002 formula funding will be reduced by the amount of excess carryover and distributed to grantees which have demonstrated their commitment to effectively utilize resources made available for farmworkers.

- d. Administrative Costs Limitations: Office of National Programs policy limits the administrative costs of the NFJP under WIA Section 167. The policy is provided in ONP Bulletin 99-003. It specifically provides that,
- i. The baseline administrative cost limitation is 15 percent of the PY 2001 allocation.
  - ii. Grantees may request approval of a higher rate by submitting justification for any increase requested in excess of the 15 percent baseline. The maximum allowable administrative cost is 20 percent of the PY 2001 allocation. Detailed guidance on how grantees may justify additional administrative costs in excess of 15 percent, is provided in the ONP Bulletin No. 99-003.
  - iii. All PY 2000 funds carried into PY 2001 must be budgeted and expended on services to participants. None of these funds may be budgeted and expended for administration. The costs of administration associated with the PY 2000 funds that are expended during the PY 2001 period, shall be paid by the PY 2001 administrative funds.
  - iv. Charging Administrative Costs: As indicated above, all costs for administration incurred during the PY 2001 shall be charged to the PY 2001 appropriation account.

GRANT AND BIENNIAL PLAN: Your grant agreement package, including the proposed PY 2001-2002 NFJP biennial plan, shall be prepared as follows:

- a. 20 CFR 669.520 provides the requirements for the NFJP biennial plan.
- b. **NFJP Biennial Plan:** To satisfy the NFJP biennial plan requirements, provide a complete statement of how you will conduct each of the following items during the biennial period consisting of PYs 2001 and 2002:
  - i. Needs: Describe the employment and job training needs of the farmworker population to be served in PYs 2001 and 2002.
  - ii. General Service Strategy: Describe the manner in which the proposed services to farmworkers and their families will strengthen their ability to obtain or retain employment or stabilize their agricultural employment.

- iii. Core Services: Describe your activities as a required One-Stop partner in the state for delivery of core services, including a general description of your participation with local WIBs and with the state WIB. If you have no state WIB

- 4 -

activity, please describe your efforts seeking participation and state Board membership.

- iv. MOU Status: Identify each of the successfully negotiated and working Memorandum of Understanding (MOU) arrangements and describe the level of participation of your NFJP in those One-Stop systems.
- v. MOU Action Plans: If there are any instances of local WIBs where you have been unable to reach agreement on a negotiated MOU with the local WIB, identify each one and briefly describe your efforts, including the results of your efforts, to reach an agreement with the WIB.
- vi. Outreach to Migrant Farmworkers: Describe your strategy for conducting outreach and recruitment to migrant farmworkers. (The description must identify the specific kinds of places where outreach/recruitment will occur.)
- vii. Outreach to Seasonal Farmworkers: Describe your strategy for conducting outreach and recruitment to seasonal (non-migratory) farmworkers. (The description must identify the specific kinds of places where outreach/recruitment will occur.)
- viii. Intensive Services: Describe your strategy for providing Intensive Services under your NFJP, as authorized by 20 CFR 669.370. The description must discuss your program's:
- (a) Provision for providing Individual Employment Plans that are described at 20 CFR 669.400.
- (b) Case Management System completely and in detail. Be sure to address the following three points:
- (1) describe how your organization incorporates Case Management concepts to provide an individualized operating system for the delivery of client services.
- (2) describe how you plan to make use of objective assessments as described at 20 CFR 669.380. (The delivery of intensive and training services should flow from the objective assessment process.)
- (3) describe how your organization builds its capacity for responding appropriately to individual's needs that are identified by the objective assessment. (This may include how your program will develop and provide its intensive services, such as the ones identified in WIA 134(d)((3)(C) and 20CFR669.370, which specifically includes drop-out prevention, allowance payments and work experience.)

**Your description should show that your case management system ensures a client-centered approach in the delivery of services that is designed to prepare and coordinate comprehensive employment plans for participants that ensures access to necessary workforce investment activities and supportive services, using where feasible, computer-based technologies. (See WIA §101(5).)**

- (c) Use of optional work experience activities: Keeping in mind that work experience activities are WIA Intensive Services, provide a complete description and justification for any planned work experience activity that will be unpaid or that will use the for-profit sector to host the work

- 5 -

experience participants. (To be allowed, Work Experience activities incorporating these concepts must be described in your approved grant plan. See 20 CFR 669.370 (b)(i) and (b)(ii)(B).

- (d) Provisions for providing any of the other Intensive Services that you intend to provide and that you did not describe in your responses to (a)-(c), such as provision for allowance payments.
  - ix. Training Services: Describe your strategy for providing training services under your NFJP. The strategy must show how it complies with the WIA requirement to provide at least one intensive service before providing a training service to a participant. (Be sure to discuss fully your plans for On-the-Job Training, Classroom Training activities and allowance payments you will offer.)
  - x. Related Assistance Services: Describe your strategy for providing related assistance services under your NFJP. Provide separate descriptions for those farmworkers for whom you will provide only Related Assistance Services.
  - xi. Flow Chart: Provide a flow chart which tracks how you provide for the movement of your customers through your delivery system under the NFJP grant. The chart must show how your customers access the local One-stop systems in the state and it must show the role case management plays.
- c. **Technology Capacity:** During PY 2001, grantees are required to provide personal computers and Internet access for all “customer service staff” as defined at the end of this section “c”. Since ETA can no longer provide Internet access for grantees, grantees will need to make arrangements with local Internet Service Providers . Describe the current level of PC and Internet access available to the customer service staff. Identify where there are customer service staff members who do not have PC and Internet access. For all such staff, describe a strategy that you will implement for making both of these resources available to all customer service staff who currently do not have them, by no later than April 30, 2002. If you have provided all your customer service staff with PC and Internet access, provide an affirmative statement to that effect.

For this purpose, “customer service staff” are those personnel who have or make the contacts with your farmworker customers for purposes of outreach, recruitment, objective assessment, testing, counseling, individual employment planning, job training planning, placement and follow-up.

- d. **Administrative Costs:** Grantees are generally limited to 15 percent of the PY 2001 allocation. If your administrative cost burden exceeds 15 percent, use this section to provide your justification that is required under ONP administrative cost policy (ONP Bulletin No. 99-003).

- e. **Program Planning Summary (PPS):** Complete a PPS for PY 2001. Instructions are provided with the form.

- 6 -

- f. **Budget Information Summary (BIS):** Complete a BIS for PY 2001. Instructions are provided with the form.

**Grant Agreement Package:** The complete proposed plan package consists of the following parts:

- i. Biennial Plan prepared in accordance with the above instructions in part 5b. (Please limit to 25 pages, single spaced (line height 1.5 to 2.0 units), font size 11, 12 or 13).
- ii. NFJP Program Planning Summary for PY 2001 (OMB No. 1205-0425).
- iii. NFJP Budget Information Summary for PY 2001 (OMB No. 1205-0425). If you have carry-in funds from PY 2000, be sure to enter the carry-in amount in Section II. The planned total grant costs for the 4<sup>th</sup> quarter should equal the total amount available in Section II. (The PY 2001 PPS should be your participant service plan that is based on the sum of available PY 2000 and PY 2001 funds.)

Formatting and submission requirements:

- » Please number all narrative pages and properly label attachments or enclosures.
- » Please staple, clip, or use accordion folders: do not use 3-ring binders.
- » Provide four copies, three of which must have original signatures.
- » Submit completed proposed plan to:

Alicia Fernandez-Mott, Chief  
Division of Seasonal Farmworker Programs  
Employment and Training Administration  
U.S. Department of Labor  
200 Constitution Ave., NW, room N4641  
Washington, DC 20210

- » Your completed package is due by October 31, 2001.

**PERFORMANCE STANDARDS.** The OMB emergency approval of our information collection requests under the Paperwork Reduction Act, included the performance standards for the NFJP, which will apply by PY 2003.

- a. When it issued approval number 1205-0425 (expiration date January 31, 2001), the OMB approved the following:
  - i. Earnings Gain – Pre and post employment comparisons of earnings.

- ii. Retention in Unsubsidized Employment – A rate computed by the number retained divided by the number placed.
- iii. Entered Employment Rate -- A rate expressed as the number of Intensive Service and Training Service recipients who enter employment divided by the total number of terminations from intensive and training services.

- 7 -

- iv. Educational or Occupational Credential Achievement Rate -- Expressed as the number who receive an educational or occupational credential/certificate divided by the number who exit from an educational occupational credentialing activity.
- b. A customer satisfaction standard was proposed by DSFP, but it was not approved by the Department of Labor for submission to OMB.

---

EMILY STOVER DEROCCO

ENCLOSURES	PY 2001 Allocation Table, CA sub-state, BIS, PPS.
EXPIRATION DATE	July 1, 2003

cc:ETACS, ECO, Uhalde, Smith, DeLuca, Saunders, Fernandez, Shearer, Fed. Reps.,  
 Grant Office, Official File Copy  
 TDNF:ROSS SHEARER:-bjt 09/18/2001:Room N-4438 FPB 693-3769  
**Doc. Name:NFJPBulletin2001-04GrantPlan.wpd**  
**(s:\ONP\ONPR\DSFP\BULLETIN)**

## NATIONAL FARMWORKER JOBS PROGRAM

### STATE ALLOCATIONS FOR PROGRAM YEAR 2001 (\$72,163,800)

STATE	PY 1998 Allotments	PY 2001 Formula Allocation w / o Hold-harmless	PY 2001 Formula % Share w / o Hold-harmless	PY 2001 Allocation with Hold Harmless Adjustment	85% of PY98 allotments (compare)	Adjust. to Bring States to PY 1998 Levels	States with an increas relative share
A	B	C	D	E	F	G	H
Alabama	\$ 791,835	\$ 437,632	0.67766%	\$ 673,060	\$ 673,060	\$ 118,775	
Arizona	\$ 1,519,645	\$ 1,719,287	2.66226%	\$ 1,697,659	\$ 1,291,698	\$ 0	2.662%
Arkansas	\$ 1,167,409	\$ 724,893	1.12247%	\$ 992,298	\$ 992,298	\$ 175,111	
California	\$ 14,591,138	\$ 20,067,526	31.07392%	\$ 16,668,927	\$ 12,402,467	\$ 0	31.074%
Colorado	\$ 805,523	\$ 992,449	1.53678%	\$ 908,281	\$ 684,695	\$ 0	1.537%
Connecticut	\$ 206,024	\$ 303,689	0.47025%	\$ 237,468	\$ 175,120	\$ 0	0.470%
Delaware	\$ 118,334	\$ 125,899	0.19495%	\$ 125,899	\$ 100,584	\$ 0	0.195%
Florida	\$ 4,631,415	\$ 2,465,700	3.81806%	\$ 3,936,703	\$ 3,936,703	\$ 694,712	
Georgia	\$ 1,711,615	\$ 876,499	1.35723%	\$ 1,454,873	\$ 1,454,873	\$ 256,742	
Idaho	\$ 877,438	\$ 1,079,184	1.67108%	\$ 989,177	\$ 745,822	\$ 0	1.671%
Illinois	\$ 1,425,808	\$ 1,424,912	2.20643%	\$ 1,425,808	\$ 1,211,937	\$ 0	2.206%
Indiana	\$ 781,615	\$ 927,202	1.43574%	\$ 877,617	\$ 664,373	\$ 0	1.436%
Iowa	\$ 1,314,394	\$ 1,078,955	1.67073%	\$ 1,117,235	\$ 1,117,235	\$ 197,159	
Kansas	\$ 697,839	\$ 1,078,783	1.67046%	\$ 809,536	\$ 593,163	\$ 0	1.670%
Kentucky	\$ 1,352,613	\$ 1,043,179	1.61533%	\$ 1,149,721	\$ 1,149,721	\$ 202,892	
Louisiana	\$ 796,032	\$ 484,907	0.75086%	\$ 676,627	\$ 676,627	\$ 119,405	
Maine	\$ 327,397	\$ 174,702	0.27052%	\$ 278,287	\$ 278,287	\$ 49,110	
Maryland	\$ 306,291	\$ 363,789	0.56332%	\$ 343,957	\$ 260,347	\$ 0	0.563%
Massachusetts	\$ 351,027	\$ 298,012	0.46146%	\$ 298,373	\$ 298,373	\$ 52,654	
Michigan	\$ 878,641	\$ 944,430	1.46242%	\$ 944,430	\$ 746,845	\$ 0	1.462%
Minnesota	\$ 1,274,775	\$ 879,095	1.36125%	\$ 1,083,559	\$ 1,083,559	\$ 191,216	
Mississippi	\$ 1,449,044	\$ 571,321	0.88467%	\$ 1,231,687	\$ 1,231,687	\$ 217,357	
Missouri	\$ 1,094,524	\$ 976,379	1.51189%	\$ 976,379	\$ 930,345	\$ 118,145	
Montana	\$ 667,189	\$ 461,861	0.71518%	\$ 567,111	\$ 567,111	\$ 100,078	
Nebraska	\$ 774,884	\$ 1,092,397	1.69154%	\$ 887,991	\$ 658,651	\$ 0	1.692%
Nevada	\$ 200,795	\$ 159,091	0.24635%	\$ 170,676	\$ 170,676	\$ 30,119	
New Hampshire	\$ 112,600	\$ 100,958	0.15633%	\$ 100,958	\$ 95,710	\$ 11,642	
New Jersey	\$ 400,038	\$ 698,545	1.08168%	\$ 472,365	\$ 340,032	\$ 0	1.082%
New Mexico	\$ 598,720	\$ 934,978	1.44778%	\$ 695,528	\$ 508,912	\$ 0	1.448%
New York	\$ 1,850,667	\$ 1,088,774	1.68593%	\$ 1,573,067	\$ 1,573,067	\$ 277,600	
North Carolina	\$ 3,006,003	\$ 1,897,104	2.93760%	\$ 2,555,103	\$ 2,555,103	\$ 450,900	
North Dakota	\$ 468,362	\$ 609,496	0.94379%	\$ 531,469	\$ 398,108	\$ 0	0.944%
Ohio	\$ 904,951	\$ 1,264,492	1.95803%	\$ 1,035,876	\$ 769,208	\$ 0	1.958%
Oklahoma	\$ 608,145	\$ 1,276,891	1.97723%	\$ 740,354	\$ 516,923	\$ 0	1.977%
Oregon	\$ 1,087,697	\$ 1,452,311	2.24886%	\$ 1,238,069	\$ 924,542	\$ 0	2.249%
Pennsylvania	\$ 1,221,441	\$ 1,549,985	2.40010%	\$ 1,381,926	\$ 1,038,225	\$ 0	2.400%
Rhode Island	\$ 0	\$ 38,832	0.06013%	\$ 4,021	\$ 0	\$ 0	0.060%
South Carolina	\$ 1,080,106	\$ 391,046	0.60552%	\$ 918,090	\$ 918,090	\$ 162,016	
South Dakota	\$ 692,869	\$ 456,831	0.70739%	\$ 588,939	\$ 588,939	\$ 103,930	
Tennessee	\$ 957,799	\$ 720,217	1.11523%	\$ 814,129	\$ 814,129	\$ 143,670	
Texas	\$ 5,979,800	\$ 6,697,752	10.37126%	\$ 6,673,284	\$ 5,082,830	\$ 0	10.371%

Utah	\$ 245,354	\$ 288,106	0.44612%	\$ 275,185	\$ 208,551	\$ 0	0.446%
Vermont	\$ 213,134	\$ 105,217	0.16293%	\$ 181,164	\$ 181,164	\$ 31,970	
Virginia	\$ 1,036,441	\$ 708,789	1.09754%	\$ 880,975	\$ 880,975	\$ 155,466	
Washington	\$ 1,705,576	\$ 2,262,216	3.50297%	\$ 1,939,806	\$ 1,449,740	\$ 0	3.503%
West Virginia	\$ 219,325	\$ 100,275	0.15527%	\$ 186,426	\$ 186,426	\$ 32,899	
Wisconsin	\$ 1,229,201	\$ 953,157	1.47593%	\$ 1,044,821	\$ 1,044,821	\$ 184,380	
Wyoming	\$ 201,911	\$ 232,207	0.35956%	\$ 225,954	\$ 171,624	\$ 0	0.360%
TOTAL Cntr. US	\$ 63,933,384	\$ 64,579,952	100.00%	\$ 64,580,848	N/A	\$4,077,948	73.436%
Conterminous US	\$ 63,933,384	\$ 64,579,952	95.53755%				
Hawaii	\$ 251,607	\$ 204,254	0.30217%	\$ 213,868	\$ 213,866	\$ 37,739	
Puerto Rico	\$ 2,938,827	\$ 2,812,202	4.16028%	\$ 2,812,200	\$ 2,498,003	\$ 126,627	
Subtot. (HI+PR)	\$ 3,190,434	\$ 3,016,456	4.46%	\$ 3,026,068	N/A	\$ 164,366	
TOTAL US	\$67,123,818	\$ 67,596,408	100.00%	\$ 67,606,916		\$4,242,314	

### CALIFORNIA GRANTEE ALLOCATIONS PROGRAM YEAR 2001

GRANTEE	distribution	PY 2000 Funding	PY2001 Funding
CALIFORNIA -- formula allocation --TOTAL	100.00%	\$16,077,073	\$16,802,034
Center for Employment and Training, Inc.	41.07%	\$6,603,420	\$6,901,187
Central Valley Opportunity Centers, Inc.	9.65%	\$1,550,880	\$1,620,814
Kern County--Employers Training Resource	10.55%	\$1,695,775	\$1,772,242
Proteus, Inc.	19.77%	\$3,177,813	\$3,321,110
California Human Development Centers, Inc.	18.97%	\$3,049,185	\$3,186,681
California Total for PY 2001			\$16,802,034